

# Checklist for Training a New Breastfeeding/Peer Counseling Coordinator

Staff Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

List All WIC Duties: \_\_\_\_\_

## Overview

The following checklists indicate the required training for the WIC Breastfeeding Coordinator. Per the Idaho WIC Program Policy Manual Ch. 8, any staff member who is cross-trained must ensure all applicable training is completed for those duties related to WIC. If the Breastfeeding/Peer Counseling Coordinator performs job duties for other positions in WIC, appropriate training checklist(s) should be completed. If additional pages are needed for training or observations, please use the universal checklist pages and attach the position checklist for your records. These are minimum requirements; staff are encouraged to continue training in various WIC areas related to their role as time allows.

## Phase I: Basic Skills

Completing the following training in the order provided and by the timeframe specified below is recommended; however the local agency may choose to train in a shorter timeframe. Once completed, record the date and have your trainer initial next to the date confirming its completion.

**Phase I is required training to be completed within the first 6 months.** The hours listed below indicate the time it may take to complete the training. All LMS materials such as Guidebooks, Activities Workbook, QRCs and supplemental documents can be found on the Idaho WIC website under the *Training* section. If another approved Peer Counseling training is selected in place of *Loving Support Through Peer Counseling: A Journey Together*, that training should be documented in a format similar to the one below.

Type of Training Resource	Training Resource Title	Recommended Timeframe to Complete	Hours	Notes	Date Complete & Trainer Initials
<b>Phase I: Basic Skills</b>					
Guidebook	Overview	1 week	2	Complete prior to other courses	
Online Course & Guidebook	Customer Service/Communication	1 month	3-6		
PowerPoint	Civil Rights	1 month	1-2	Idaho WIC Civil Rights PowerPoint	

Guidebook	Confidentiality	2 month	1-2	IWPPM Ch.1, Section C <i>Applicant Records</i> Confidentiality Agreement	
Policy Manual & Form	Employee Duty Restrictions	2 month	1-2	IWPPM Ch.2, Section D & Conflict of Interest form	
Online Course & Guidebook	Breastfeeding Nutrition	3 months	4-7		
IWPPM Ch. 6: Breastfeeding Promotion and Support	Review the entire chapter	3 months	1-2		
Meet with State Breastfeeding Coordinator	Orientation in person or over the phone	3 months	4-8		
WISPr QRC	Breast Pump Rental (RFNS) Guide	3 months	2		
WISPr QRC	Breastfeeding Equipment Guide (WSCA)	3 months	2		
Class Observation	Breastfeeding class(es)	6 months	N/A	One observation for each breastfeeding class taught	

## Phase II: Advanced Skills

Phase II is broken out between Breastfeeding Coordinator and Peer Counseling Coordinator. If one person fills both roles, they are expected to complete both checklists. Otherwise, they only need to complete the training for their specific role/job duties. This is required training to be completed within the first 12 months. Once completed, record the date and have your trainer initial next to the date confirming its completion.

Training Resource	Training Resource Title	Recommended Timeframe to Complete	Hours	Notes	Date Completed & Trainers Initials
<b>Phase II: Advanced Skills – Breastfeeding Coordinator</b>					
Online Course & Guidebook	Baby Behavior	3-6 months	4-6		
Manual and/or Videos	Using Loving Support to Grow and Glow in WIC – Breastfeeding Training for Local WIC Staff. Modules 1-10.	6-12 months	5-20	Become familiar with manual and/or videos	
Breastfeeding Training Program	Certified Lactation Counselor (CLC) course, Certified Lactation Educator (CLE) course, or other approved	12 months	30-40	Being an IBCLC or proof of completing a course within the last 5 years meets this training	

	advanced breastfeeding training course			requirement.	
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Training Resource	Training Resource Title	Recommended Timeframe to Complete	Hours	Notes	Date Completed & Trainers Initials
<b>Phase II: Advanced Skills – Peer Counseling Coordinator</b>					
WISPr QRC	Breastfeeding Peer Counseling Guide	3 months	2		
Online Course & Guidebook	Baby Behavior	3-6 months	4-6		
Loving Support Through Peer Counseling: For WIC Managers	Section 1: Project Overview	6-12 months	1		
Loving Support Through Peer Counseling: For WIC Managers	Section 2: Peer Counseling: Making a Difference for WIC Families	6-12 months	1		
Loving Support Through Peer Counseling: For WIC Managers	Section 3: Program Planning	6-12 months	1		
Loving Support Through Peer Counseling: For WIC Managers	Section 4: Program Development and Implementation	6-12 months	1		
Loving Support Through Peer Counseling: For WIC Managers	Section 5: Staffing Considerations	6-12 months	1		
Loving Support Through Peer Counseling: For WIC Managers	Section 6: Scope of Practice	6-12 months	1		
Loving Support Through Peer Counseling: For WIC Managers	Section 7: Practice Settings for Peer Counselors	6-12 months	1		
Loving Support Through Peer Counseling: For WIC	Section 8: Training Peer Counselors	6-12 months	1		

Managers					
Loving Support Through Peer Counseling: For WIC Managers	Section 9: Mentoring and Supervising Peer Counselors	6-12 months	1-2		
Loving Support Through Peer Counseling: For WIC Managers	Section 10: Retaining Peer Counselors	6-12 months	1		
Breastfeeding Training Program	Certified Lactation Counselor (CLC) course, Certified Lactation Educator (CLE) course, or other approved advanced breastfeeding training course	12 months	30-40	Being an IBCLC or proof of completing a course within the last 5 years meets this training requirement.	